

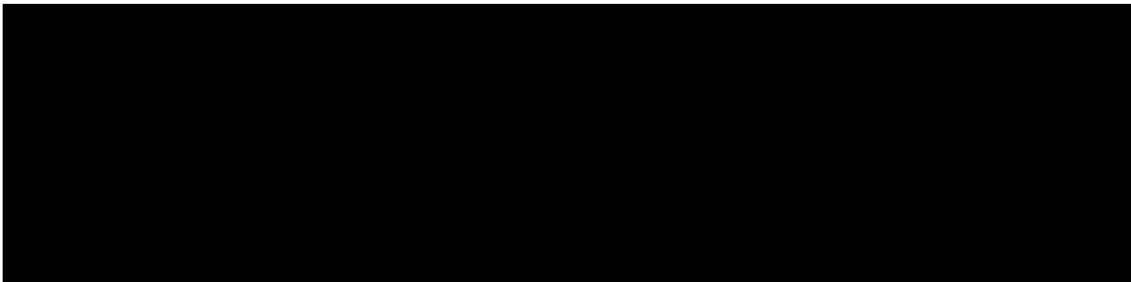
OFFICE OF SECURITY WEEKLY STAFF MEETING

OS Conference Room

4 October 1973

1. Present were:

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2. Pertinent Items of Interest:

a. Appointments to Key Agency Positions

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General Graham has been appointed as Deputy to the DCI for Intelligence Coordination. [REDACTED] will be General Graham's Assistant. George Carver has been named as the Deputy to the DCI for the National Intelligence Officers Staff which replaced the Office of National Estimates (ONE).

b. Award of Career Intelligence Medal

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Mr. Osborn advised that General Walters presented the Career Intelligence Medal to [REDACTED] former Chief, IRD, in a small ceremony at Northern Virginia Doctors Hospital yesterday.

c. OS Picnic

Mr. Osborn stated that it is hoped there will be a large turnout at the Office picnic on Saturday, 13 October, and that the event

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will serve to generate greater esprit de corps among Office personnel. All employees and their families are encouraged to attend and help make the picnic a big success.

d. OS Educational Policy

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Mr. [REDACTED] said that a draft policy paper concerning revisions in the Office policy on outside training has been sent to the Director of Security. First priority will, of necessity, have to be given to job-related training, however, some sponsoring of individuals in courses tending to generally enhance their upward mobility will probably be possible.

e. Security Management Advisory Group (MAG)

The MAG is meeting today and has been tasked with the job of reviewing the effectiveness of the Individual Career Advancement Program (ICAP). It is anticipated that a large number of individual Office employees will be contacted and their comments and suggestions sought to enable the MAG to evaluate the ICAP system with a view toward improving its usefulness.

f. Fitness Report Revisions

The Office of Personnel will be sending out instructions on revisions in the Fitness Report soon. Meetings will be held with all Office supervisors later to provide guidance on the new format of the reports.

g. SAC Conference

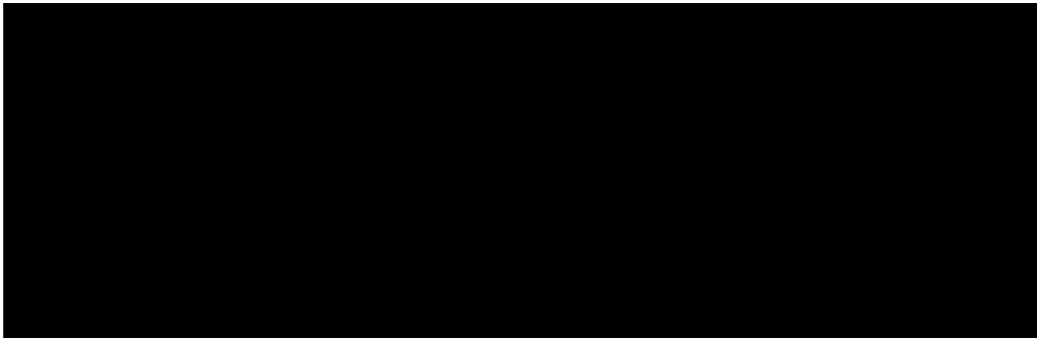
The recently concluded annual SAC Conference was highlighted by a talk by the DCI last Friday. Mr. Colby spoke to the group in the OS Conference Room and demonstrated considerable knowledge of the activities and problems of the Field Offices.

h. Field Offices

Effective 4 October, all staff applicant cases going to the field will carry 45-day deadlines. The time will be counted from the date the case is initially received in the Office of Security.

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i. Regional Security Conference

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A Regional Security Conference will be held in [REDACTED] 25X1A  
[REDACTED] on 15-16 November. Mr. [REDACTED] 25X1A  
will attend and will depart Headquarters o/a 11 November.

j. OTR Self-Study Program

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A new series of audio-visual tapes, entitled "Motivating Employees to Work," is now available for viewing by Office personnel. There are six cassettes in the series, each of which runs for approximately 20 minutes. Arrangements for utilizing these tapes can be made by contacting Natalie in Mr. [REDACTED] office, extension 6200.

k. Security Support Division

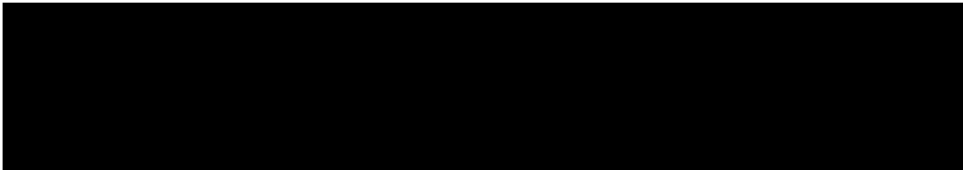
The Security Support Division has noted a recent upsurge in requests from operating components for varied types of assistance to visiting foreign dignitaries, and Division personnel have been busily occupied in servicing these requirements.

l. Fire Drill

The fire drill on 1 October was carried out with generally satisfactory results; however, it was subsequently learned that 12 remote computer terminals were left "on-line" by users in their haste to depart the building. The ISSG will take the necessary steps to ensure that all terminals are properly "logged off" by those responsible during future evacuations.

m. Special Security Center

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n. Health Hazard in [REDACTED]

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The air pollution problem and resultant serious smog conditions in [REDACTED] are becoming a matter of serious concern to the OMS. The Medical Staff is looking further into the situation with a view toward possibly recommending that the tour length for Agency personnel assigned to that area be shortened.

o. Technical Division

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The Division currently has two [REDACTED] teams on TDY trips, one in the NE area and one in Europe. An additional 4-man team will be leaving today [REDACTED]

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p. Resignations

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[REDACTED] will be leaving this Friday to accept a position with the Department of Justice. [REDACTED] has served as the Administrative Officer with the Plans, Programs and Administration Division for approximately the last three months.

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
OS Weekly Staff Meeting				
FROM:		EXTENSION	NO.	
25X1A [redacted] PPB		5311	DATE	
TO: (Officer designation, room number, and building)		DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED	
1.	AC/PPB	10/9/73	MS	25X1A
2.	DD/P&M	10/9/73	[redacted]	
3.	D/Security	9 OCT 1973	[redacted]	
4.	DD/Security	10 OCT 1973	11 OCT 1973 [redacted]	
5.				
6.	25X1A			
7.	Mr. [redacted]			
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